

**Teacher Licensure: Graduate Requirements**  
COLLEGE OF EDUCATION Ball Hall, Room 202 Memphis, TN 38152  
<http://www.memphis.edu/tep/pdfs/graduate-tep-application.pdf>

Once you have passed the Praxis 1 (PPST) exam, you can interview for the fall semester, deadline date September 15<sup>th</sup> OR spring semester, deadline date January 31<sup>st</sup>

**REQUIREMENTS FOR TEP ADMISSION:**

**Step 1 (a & b) is required to be submitted before you will be cleared to register for licensure Coursework.**

Complete and submit the following required documents by the application deadline to the Office of Teacher Education, 202 Ball Hall, Memphis, TN 38152 (NO FAXES ACCEPTED):

- a. Complete pages 2, 3, and 4 of the application.
- b. Submit an Undergraduate Transcript with this packet. This can be unofficial, this is needed for Office of Teacher Education purposes; Graduate Admissions will require official transcripts before they admit you. If you graduated from the U of M we will not need your transcripts. **NOTE: The University of Memphis requires a 2.75 overall GPA at the undergraduate level. If you do not meet this requirement, you will not be admitted into the Teacher Education Program.**

**NOTE: You must be fully admitted prior to completing Level One courses. If on a transitional license, you must be fully admitted prior to your licensing renewal:**

2. Pass all three parts of the **Praxis I PPST** (Reading, Writing and Math). (**Must be taken and passed before you can interview**)
  - a. Offered Monday–Saturday at the Computer Based Testing Center on campus, call: 1-800-853-6773 to schedule your test.
    - **Please make sure to send scores to institution codes 1459 and 8190.**
    - Include your SSN with the registration and scoring information.
  - b. **NOTE: If you have already taken the GRE, (not older than five years), you May Not need to take the Praxis I PPST.**
3. Pass the **Praxis II Content Knowledge Exam** required for your licensure area.
  - a. Visit <http://www.state.tn.us/education/lic/nte.shtml> for a list of exams required in TN.
    - The PLT is not a Content Knowledge Exam, click on the link for “Exams for Specialty Areas”.
  - b. Log on to [www.ets.org/praxis](http://www.ets.org/praxis) to view test dates and register for a test.
    - **Please make sure to send scores to institution codes 1459 and 8190.**
    - Include your SSN with the registration and scoring information.
    - This exam is only offered 7 times a year, so plan ahead.
4. Complete the **TBI Background Check**.
  - a. Call L-1 at 1-855-226-2937 or visit the L-1 website at (<http://www.L1enrollment.com>) to setup an appointment to have your electronic fingerprint taken at selected sites.
  - b. When registering, candidates must enter: **ORI number: TNCC79121 Transaction Type: DP**
  - c. *If you are currently teaching in a public school, please submit a copy of your school ID badge and a copy of your most recent pay stub to 202 Ball Hall to waive this requirement or have your Human Resources Department forward a copy of your background check.*
5. Pass the **TEP Interview**.
  - a. You will receive an email in your U of M email account regarding the interview process. Follow the steps to secure your interview appointment as soon as possible. **DO NOT MISS THE INTERVIEW, IT CAN NOT BE RESCHEDULED.** **Interviews are held in late October for Fall semester and Early March for Spring semester.**
  - b. *If you are currently teaching in a public school, please submit a copy of a positive formal evaluation signed by your principal to 202 Ball Hall to waive this requirement.*
6. Complete a minimum of 6 hours of graduate work from the College of Education with a minimum of a 3.0 GPA. A graduate student whose cumulative grade point average drops below 3.0 **will not be admitted to the Teacher Education Program.**

**If you have any questions regarding TEP admissions please contact the TEP Admissions Coordinator LaRuth Lofties at [llofties@memphis.edu](mailto:llofties@memphis.edu).**

# Personal Data Form for the Graduate Teacher Education Program Application

(PLEASE FILL OUT IN DARK INK)

|  |        |  |     |
|--|--------|--|-----|
| Name (must be in compliance with the record department)  |        | U Number   |     |
| Address: (Street Address, City, State and Zip)   |        | Phone Number (with Area Code)  |     |
| Are you currently admitted to the MAT Program?<br>YES _____ NO _____ Plan to apply _____   |        | U of M email: _____@memphis.edu  |     |
| <b>CHOOSE ONE:</b>   |        |  |     |
| <input type="checkbox"/> Early Childhood (PreK-3) <input type="checkbox"/> Elementary Education (K-6) <input type="checkbox"/> Middle Grades (4-8)/SPED <input type="checkbox"/> Art <input type="checkbox"/> ESL<br>Secondary Education (7-12): (Please specify one area of endorsement) _____<br>Special Education: <input type="checkbox"/> Early Childhood <input type="checkbox"/> Modified <input type="checkbox"/> Comprehensive                    Library Information Specialist: _____ |        |  |     |
| <b>Education:</b>  |        |  |     |
| Institution Attended   | Degree | Year   | GPA |
|  |        |  |     |
| <b>Field Experience Information</b>  |        | <b>Test Information</b>  |     |
| Check all of the experiences below you have completed:<br><br>Prior teaching experience _____<br>Teacher Aide experience _____<br>Church related teaching _____<br>Recent and extended childcare (babysitting, daycare) _____<br>Teacher Apprentice Program (TAP) _____<br>Volunteer programs _____<br>Tutorial experience _____<br>Other _____<br>_____   |        | Have you taken the Praxis I PPST?<br>___ Yes ___ No<br><br>Have you taken the Praxis II Content Knowledge?<br>___ Yes ___ No<br><br>If no, when do you plan to take these tests? _____<br><br>Is your undergraduate GPA 2.75: Yes _____ No _____<br><br><b>NOTE: You must have taken and passed the Praxis I exam prior to scheduling a TEP interview.</b> |     |

Are you currently a full-time teaching? \_\_\_\_\_ If so, please give the name of the school district and the school you are employed with: \_\_\_\_\_

I, \_\_\_\_\_, attest that I have not been convicted of a felony.

(Date) \_\_\_\_\_

**University of Memphis**  
**College of Education**

**AUTHORIZATION TO RELEASE INVESTIGATIVE  
AND CRIMINAL BACKGROUND RECORDS**

I hereby authorize the Tennessee Bureau of Investigation to conduct a criminal history records check on me. I also authorize the Department of Child Services to conduct a background check through its database.

I further authorize the Tennessee Bureau of Investigation to release to the University of Memphis the appropriate results of any criminal history records check. I also authorize the Department of Child Services to release to the University of Memphis and/or School Districts I am placed in for field experiences and/or student teaching the results of my background check.

I understand the results of such investigation and/or background checks may affect my acceptance and/or continuance in teacher preparation programs at the *University of Memphis and/or ability to be placed in area schools for field experiences and student teaching.*

\_\_\_\_\_

Name

\_\_\_\_\_

Social Security Number

\_\_\_\_\_

Birthday

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## Expectations of All Candidates Seeking Teacher Licensure at the University of Memphis

Candidates pursuing requirements for a teaching license at the University of Memphis and who expect to be recommended to the State of Tennessee for licensure must be able to verify content knowledge, pedagogical skills and demonstrate dispositions expected of a professional educator. Please visit the following website to read the Pillars of Practice: <http://www.memphis.edu/tep/pdfs/TEP-Expectations.pdf>.

In addition to the Pillars of Practice, candidates at the University of Memphis must demonstrate behaviors that are indicative of the following professional dispositions characteristic of exemplary teachers.

**The successful candidate shows a disposition toward and commitment to the each of the following:**

1. Promoting social justice.
2. Providing equitable learning opportunities for all students.
3. Promoting achievement of students at all levels.
4. Recognizing students' unique prior knowledge, life experiences and interests.
5. Maintaining his/her position as a positive role model for students and others.
6. Demonstrating positive work habits and interpersonal skills, demonstrating a positive attitude, dependability, honesty and respect for others.
7. Maintaining the standards of confidentiality regarding student information and communications.
8. Understanding and involving a wide variety of resources in the school, family, culture and community to facilitate student learning.
9. Seeking out, developing, and implementing the most appropriate methods to meet the diverse learning needs of the students.
10. Developing students' skills as problem-solvers as they progress toward becoming independent, self-directed learners.
11. Effective planning and classroom organization as tools in maximizing the time available for instruction and learning.
12. Collaborating with other professionals to improve the overall learning of students.
13. Accepting responsibility for what occurs in his/her classroom and for other school-wide responsibilities that contribute to student learning and a safe, orderly environment.
14. Using sound judgment and thoughtful decision making with consideration of the consequences.
15. Life-long learning and personal growth through reflection, seeking constructive feedback, and willingness to learn from others and past experience.
16. Participating in professional growth activities within and outside of the school.

I verify that I have gone to webpage and read the full description of each of the Expectations and the Dispositions. I understand I must adequately and consistently demonstrate the expectations and dispositions of the Teacher Education Program at the University of Memphis. Failure to demonstrate the expectations and dispositions can affect my continuance in the Teacher Education Program at the University of Memphis.

Printed Name: \_\_\_\_\_ UUID: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_